



Manager's Report

For Council Meeting 2/12/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Basement Treasure Shoppe	317 Gaines Ct SW	Retail
Basket Bouquets	344 Fox Ridge Dr SW	Gourmet Baskets
Coburn & Clay Building & Dev	313 Davis Ave SW	Building Contractor
Gallihugh, Barbara S	235 Edwards Ferry Rd NE	Hairstyling
Home Care Team Inc	608 S King St #102	Home Health Agency
KNI Murdock Construction	113 Carnaby Way NE	Home Improvement
Lavatech Inc	Bow Lake Pl NE	Computer Consulting
Law Office of Michael J Seck PLC	116-L Edwards Ferry Rd NE	Law Office
Learning & Development for Preschoolers	1520 Barksdale Dr	Day Care
Leesburg Import Service	9 Fort Evans Rd SE	Wholesale Auto Parts
Linux Infrastructure LLC	117 Davis Ave SW	Consulting Firm
Lola Cookies	308 Edwards Ferry Rd NE	Catering
New Age Construction	518 Crestwood St SW	Construction
Pinnacle Cleaning Service	743 Fieldstone Dr NE #204	Cleaning Service
Price, Lori J	608 Beauregard Dr SE	Technical Writing
Provincial Antiques	14 King St	Retail – Antiques
Roxana's Daycare	588 Lilac Ter NE	Daycare
Unlimited Growth Potential	816 Larch Valley Ct NE	Coaching

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Michael Jennings	Police Officer I	Police
Christian Loran	Police Officer I	Police
Andrew Oster	Construction Inspector	Engineering and Public Works
Rebecca Schlachter	Police Officer I	Police

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING**Current Planning****Plans accepted for review during the period January 16, 2002-February 6, 2002**

- Stowers, Phase 1, Section 2 Construction Drawings (100 SFD lots), Nick Colonna
- Ida Lee Park Trail, Phase 2 P/F Development Plan, John Johnston
- Leesburg Plaza Office Building P/F Development Plan (39,900 square foot office building with restaurant), Nick Colonna
- Stratford West Sanitary Sewer Outfall P/F Development Plan, John Johnston
- Edwards Landing, Section 3 Rough Grading Plan, Nick Colonna
- Potomac Crossing, Section 10 Rough Grading Plan, John Johnston
- Edwards Landing, Phase 2B Final Plat (63 SFD lots), Nick Colonna
- Edwards Landing, Phase 4 Construction Drawings (112 TH lots), Nick Colonna
- Stowers, Phase 2, Section 3, Rough Grading Plan, Nick Colonna
- The Hamlet at Leesburg, Offsite SWM & Drainage Easement Plat and Deed, Nick Colonna
- Beeler Subdivision, Final Subdivision Plat (3 SFD lots), Nick Colonna
- Sycamore Hill, Lot 361 Boundary Line Adjustment, Delane Parks
- First Citizens Bank Sketch Plan (3,200 square foot bank with drive-thru), Delane Parks
- 204 South King Street Sketch Plan (2,074 square foot office addition)
- Stratford-Ryland Parcel A1 & A2 Boundary Line Adjustment Plat, John Johnston
- Stowers, Section 1, Lots 65 & 66 Boundary Line Adjustment Plat, Nick Colonna
- Stratford-Ryland Stormwater Management Pond Easement Plat, John Johnston
- Stratford-Ryland Lake Facility Easement Plat, John Johnston
- McKinley Building P/F Development Plan (25, 584 square foot office building), Nick Colonna
- Stratford, Landbay "C" Final Plat (111 TH lots), John Johnston
- Stratford, Landbay "D" Final Plat (196 Duplex lots), John Johnston
- Potomac Crossing/Battlefield Parkway Phase 3 Road Improvements ROW Dedication & Easement Plat, John Johnston
- Beauregard Estates, Phase 5 Construction Drawings (9 SFD lots), Nick Colonna
- ECHO Entrance Road and Water Extension P/F Development Plan, Nick Colonna
- Stowers Public Improvements/Route 621 Final Development Plan, Nick Colonna
- EDC-related Assignments, Nick Colonna
- Traffic Task Force, Nick Colonna
- Environmental Advisory Committee, John Johnston
- Leadership Agenda Committee, Delane Parks
- High Performance Organization (HPO), Delane Parks, Nick Colonna, John Johnston, Rotating Assignments

Plans reviewed during the period January 16, 2002-January 29, 2002

- Stowers, Phase 1, Section 2 Final Plat (100 SFD lots), Nick Colonna
- Middleburg Bank, Chelsea Outlet Mall, P/F Development Plan-Planning Commission Conditional Approval, Nick Colonna

- Potomac Station Mixed-Use Parcel A Preliminary Development Plan (119,850 square foot retail center), John Johnston
- Burger King Solid Waste Storage Area Expansion No Adverse Impact Plan, John Johnston
- Stowers, Section 1, Lots 65 and 66 Boundary Line Adjustment, Nick Colonna
- Edwards Landing, Woods Edge Drive Final Development Plan, Nick Colonna
- Edwards Landing, Woods Edge Drive Dedication of ROW and Various Easements, Nick Colonna
- Loudoun Times Mirror Building Expansion and Parking Garage Sketch Plan, Delane Parks
- Sanitary Sewer Extension @ Rehau Headquarters Request for P/F Development Plan, Delane Parks
- Kincaid Forest, Section 12A, Lots 476, 477 and 478 Boundary Line Adjustment Plat, John Johnston
- Stowers, Phase 2, Section 3 Construction Drawings (111 SFD lots), Nick Colonna
- Stratford-Ryland Parcel A1 & A2 Boundary Line Adjustment Plat, John Johnston
- Potomac Station Retail Boundary Line Adjustment, John Johnston
- Stowers, Phase 2, Section 3 Final Plat (111 SFD lots), Nick Colonna
- First Citizens Bank Sketch Plan (3,200 square foot bank with drive-thru), Delane Parks
- 204 South King Street Sketch Plan (2,074 square foot office addition), Delane Parks

Comprehensive Planning

Special Exceptions

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. Preview held before Planning Commission 1/17/02.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Preview held before Planning Commission 1/17/02.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. Scheduled for a preview at the Planning Commission 2/7/02.

SE 2001-05: Jerry's Chevrolet/Oldsmobile – For a vehicle sales/rental/and service center, adjacent to CVS on Market Street. Scheduled for a public hearing at Planning Commission 2/7/02 and a public hearing before the Town Council 2/11/02.

SE 2001-08: Leesburg Station Auto Wash, on Catocin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. Scheduled for public hearing before the Planning Commission 2/7/02.

Rezoning:

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission Preview is scheduled for February 21, 2002.

Hawkins: The applicant has resubmitted information for this case. Staff expects to schedule the Planning Commission public hearing soon.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. Planning Commission briefing 2/7/02.

ZONING PERMITS ISSUED 02-49 TO 02-128**Zoning Permits Residential**

Edwards Landing 12 SFA @ \$45,000 & 5 SFD @ \$100,000

Kincaid Forest 1 SFD @ \$105,000

Potomac Crossing 1 SFD @ \$105,000

Potomac Station 6 SFD @ \$100,000

Zoning Permits Commercial

241 Fort Evans Road NE- Interior Tenant Fit-In

50 Ida Lee DR NW Indoor Swimming Pool at Ida Lee Park \$46,000

9-J Catoctin Circle SW \$45,000 Interior Renovations Waverly Heights

Occupancy Permit Residential

Evergreen Mill SFD 2

Potomac Crossing SFD 3

Potomac Station SFD 16 SFA 2

Kincaid Forest SFA 2 SFD 3

Woodlea Manor SFD 3

Occupancy Permit Commercial

406 Lafayette Terrace SW Group Home Loudoun Company

Water & Sewer Administration

During this time frame 48 work orders were processed for meter set requests and 67 Public Facility Permits were issued totaling \$710,800.

Capital Projects Update

Cardinal Park Sewer Project construction has begun and the contractor encountered rock at the starting point. The rock removal has been slow due to the presence of electric, phone, fiber optical and irrigation lines.

Reviewed several construction plans for water and sewer extensions and processed several water and sewer model requests.

A series of fire flow tests were conducted throughout the town to calibrate the town's computer water model, which is the first step of the contract obligation for the water storage tank-siting project.

Evergreen Mill Road Sewer project is proceeding a few weeks behind schedule. Immediate connection of two of the homes has been delayed due to a conflict encountered with a newly installed gas main. This work cannot proceed until the gas main is relocated.

A preliminary cost estimate has been reviewed from the developer of Lansdowne on the Potomac for town and LCSA waterline interconnection.

Water Supply Division**Training**

Russell Chambers, Lewis Owens and Donald Berg attended a "Coagulation Options and Compliance Sample Collection" workshop in Culpeper, VA, January 17th, 2002.

Capital Projects Update**Water Treatment Plant (WTP) Upgrade to 10 MGD**

The Contractor continues to perform punchlist item work.
The Engineer is performing control system configuration.

WTP Expansion Project Status

Dollar value complete 99.8% Time Elapsed 165 %.

Water Treatment Plant Security

CH2M Hill engineers are preparing plan and specifications to address security issues at the WTP.
Bid documents should be completed by early April.

Water Pollution Control Division**Miscellaneous Items**

Participation in the SGCM electric rate schedule with Virginia Power resulted in net savings for 2001 in excess of \$15,000 and total net savings in excess of \$130,000 since the town joined the program in 1994. This program involves the operation of the WPCF emergency generators during peak electric demand periods for a significant credit towards the power consumed at the WPCF during normal periods.

The WPCD has received an acceptable laboratory ranking on the US EPA's Laboratory Proficiency Testing Program for the 21st year since this program began.

Training

Ted Castel, Utility Plant Operator-WPCD, attended the Advanced Wastewater License Exam Preparation course at NVCC-Manassas, and passed the state examination for his Class I wastewater operator license.

Brian Bailey, Utility Plant Operator-WPCD, completed *Supervisory Management in the Water and Wastewater Field*, a correspondence course from the Michigan State University.

Utility Lines Division

Training:

Mike Cummings received "Pipehorn" locating training at shop.

Held safety training covering Book #1, Employee Health and Safety and Book #10, Fire Safety.

Work with A. Etemadi to collect information to calibrate computer model and perform valve exercising in Woodlea Manor.

TOWN OF LEESBURG

Full-time positions being recruited as of February 8, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<i>Econ Dev</i>	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
<i>Eng & PW</i>	1	Sr Engineer – Plan Review	11/30/01	√	√				
	1	Sr Engineer – Plan Review	12/14/01	√	√	√			
	1	Sr Engineer – Cap Proj	10/23/01	√	√	√	√		
	1	Construction Inspector	1/1/02	√	√	√	√	√	
	1	Construction Inspector	3/1/02	√	√	√	√		
	1	Construction Inspector	?*	√	√	√			
	1	Maintenance Worker II	11/1/01	√	√	√	√	√	√
<i>P&Z</i>	1	Director of P&Z	8/4/01	√	√				
<i>Police</i>	1	Communications Tech I	8/1/01	√	√	√	√	√	√
<u>TOTAL</u>	11								

*Construction Inspector has been promoted to Assistant Superintendent Streets, effective the date of hire for his replacement.

R.S. Noe